

City of Chipley
Regular Council Meeting
Minutes
February 11, 2020 at 5:30 p.m.

Attendees:

Ms. Tracy Andrews, Mayor
Mrs. Linda Cain, Council Member
Mr. Kevin Russell, Council Member

Mr. Brett Butler, Mayor Pro-Tem (In @ 5:47 p.m.)
Mr. Tommy Sasser, Council Member

Others Present Were:

Mrs. Patrice Tanner, Asst. City Admin./City Clerk
Mr. Scott Thompson, Police Chief
Mr. Calvin Sherrouse, Code Enf./Planning Officer

Mr. Guy Lane, Public Works Director
Mr. Floyd Aycock, Fire Chief
Mrs. Michelle Jordan, City Attorney

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. Call to Order.** The meeting was called to order by Mayor Andrews at 5:30 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Russell and Mr. Sasser led the pledge to the American Flag.
- C. Citizens Request.**
The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the City Council. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the City Council please come to the podium, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. Your participation is welcomed and appreciated.
- No citizen requests. No further discussion.
- D. Approval of Agenda.**
A motion was made by Council Member Russell and seconded by Council Member Sasser to approve the agenda as presented. The motion passed unanimously.
- E. Presentation and Approval of Minutes.**
1. Special Meeting – December 19, 2019.
2. Regular Workshop – January 9, 2020.
3. Regular Meeting – January 14, 2020.

A motion was made by Council Member Russell and seconded by Council Member Cain to approve the minutes as presented. The motion passed unanimously.

F. City Administrator and Department Head Reports.

Recreation – Brock Tate was absent due to ball games. Mr. Russell explained the department has started basketball season and started registration for baseball/softball season. They are also preparing the fields for the upcoming ball season and doing general grounds maintenance. Mr. Russell explained there are funds available in the park fund which is made up of the citizen monthly contributions on the utility bills to plan for the different phases of renovations at the old music park building. He stated he would like to start with Phase I which will include interior work such as HVAC, lighting and other items with a cost not to exceed \$15,000. He stated they have spoken with Gulf Power about ways to make the building more energy efficient and we are currently working on collecting prices. He explained we would like for the building to be effective and efficient. Mr. Russell explained that Phase II would be the exterior to include any roof repairs necessary and Phase III would be to beautify the space and the grounds and address ADA issues. Mayor Andrews stated that the basketball schedule was emailed to all the Council if they would like to attend any of the games. Discussion ensued.

Community Redevelopment Agency – Ted Everett was not present. Mayor Andrews stated that Mr. Everett had a prior engagement and was not able to attend but if he is needed we can contact him by telephone. Mrs. Tanner explained Mrs. Tanya Reynolds completed the Mentoring Program and it was reviewed and approved by the CRA Board and sent to the Council for approval. Mrs. Cain asked if anything was submitted and Mrs. Tanner stated she does not have anything that was submitted as an agenda item to be approved. Mrs. Cain stated that Mrs. Reynolds is here tonight so she believed it was going to be addressed this evening. Mrs. Tanner stated we can get that information from Mr. Everett so we can get it approved at the next meeting. Discussion ensued.

Fire Department – Floyd Aycock. Chief Aycock explained it was a slow month and everything is going good. We are currently doing a lot of training hours. Mr. Sasser asked about a grant for a fire truck since we did not get approved the last time we applied. Chief Aycock stated the grant cycle should be opening soon. Mrs. Tanner stated we will find out what the grant cycle is and definitely get with David H. Melvin, our grant writer and see if they can help us with the grant this year. Discussion ensued.

Code Enforcement – Calvin Sherrouse. Mr. Sherrouse explained there were 89 active cases for the month of January with the majority of the cases being junk, trash and debris, overgrown lots and building/structure violations. There were 20 cases opened and 17 cases closed this month. There were no cases brought before the Code Board this month. Mr. Russell stated it is very evident that people are cleaning up their properties. Attorney Jordan explained the Hicks property has an active lien and the foreclosure and we are pretty close to setting a final judgement hearing date. Mr. Sherrouse stated the new owner of 660 2nd Street has cleaned up the property. Mayor Andrews asked about 621 North 5th Street and Mr. Sherrouse stated that is an open case. Mrs. Cain asked about the old Coggin property and Mr. Sherrouse stated FDEP does still have a restrictive deed on that property. Discussion ensued.

Planning & Zoning – Calvin Sherrouse. Mr. Sherrouse explained there were 14 Land Use Compliance Certificates, with four of them being for the work being done at Walmart. No further discussion.

Police Department – Scott Thompson. Chief Thompson explained it has been a good month and the department has been busy. He explained he lost an employee but we are currently hiring another employee, so we are short one officer. Mr. Butler stated the speeding is trickling down on 3rd Street due to the sign being placed. Mrs. Cain asked if we own the signs and Chief Thompson stated yes we own the speed signs. Mr. Sasser asked about the Walmart grant that was going to be used to help with the purchase of another sign and Chief Thompson stated we have to resubmit the paperwork online due to a glitch in the Walmart system. Discussion ensued.

Public Works – Guy Lane. Mr. Lane explained they have been very busy. He stated there has been a lot of trash on the sides of the roads and we are picking some of it up due to the issue with it being placed on vacant lots. We are requesting to do the Amnesty during the month of April to help with this problem, but it is a continual problem. The Council requested that we advertise something about people placing the debris on the sides of the roads and that there is a charge for this. Mrs. Tanner stated we will take care of this. Discussion ensued.

Water Utilities – Jimmy Cook was absent due to training. Mrs. Tanner explained the analytical results for the Wastewater Reclamation Facility for the month of December showed one violation for TSS. He stated we have not received all of the results for the month of January, but the results we have received show three TSS violations. Mrs. Tanner explained the department has had a service technician from Aqua-Aerobics come in and evaluate the filters due to the high TSS results and they have made adjustments/repairs to the operation of the filters and suggested they replace one of the backwash pumps in the near future, of which is currently on order and should be received by next month. Mrs. Tanner stated that per Mr. Cook, since the technician made the adjustment and repairs the filters are operating more efficiently. Discussion ensued.

Finance – Patrice Tanner. Mrs. Tanner explained everything is going well. Mrs. Tanner explained disconnects were not completed as of her report submission but that the total number of disconnects for the month of January was 41. Mr. Russell thanked Mrs. Tanner for currently wearing two hats while Mr. Miner is out. Discussion ensued.

Administration – Dan Miner was not present. Mrs. Tanner explained the status of the following projects: Grant Writer – David H. Melvin applied for the FDEM Grant and it has been approved and we hope to have the agreement on the agenda for approval next month; Reclaimed Water Distribution System/Spray field – FDEP has requested additional information and the engineers have prepared the draft response; we are meeting with FDEP in Pensacola tomorrow; South Fifth Street Drainage Improvements – construction is approximately 85% complete; the contractor will be working this week to tie in a pipe and they will also be making revisions to the weir wall due to it not being built to plans; once that is complete the fencing will be placed and then we will move forward with a punch list to complete the project; West Boulevard Roadway Improvements Project – the plans are complete and the project has been advertised for bids and it will close on February 21, 2020; we hope to have the engineer recommendation for the most responsive bid in time for approval at a Special Meeting in March; CDBG Water Line Project – the engineer is continuing to work on the design; Hurricane Michael Recovery – the insurance reimbursements to date are \$97,718.00; FEMA reimbursements to date are approximately \$610,345.00; Consent Order – the Semi-Annual report has been submitted; Surplus Property – we have a resolution on the agenda for approval tonight which will grant a six-month extension; FRDAP Phase IX – we scored 7th out of 92 applicants that submitted \$50,000 projects; now we wait to see if the legislature approves any funding this year for recreation. Discussion ensued.

G. Agenda Items.

1. Presentation of Christmas Decoration Awards.

Ward 1 – Monica Rehberg, 650 5th Street. Mr. Russell presented the plaque for outstanding Christmas decoration display for Ward 1 to Ms. Monica Rehberg.

Ward 2 – Willie Mae Cook, 640 Main Street. Mr. Sasser presented the plaque for outstanding Christmas decoration display for Ward 2 to Ms. Willie Mae Cook.

Ward 3 – Joshua Seth Lowery, 781 Gilbert Drive. Mayor Andrews presented the plaque for outstanding Christmas decoration display for Ward 3 to Mr. Joshua Seth Lowery.

Ward 4 – Edgar & Tamara Don Juan, 769 3rd Street. Mr. Butler presented the plaque for outstanding Christmas decoration display for Ward 4 to Mr. & Mrs. Don Juan.

At Large – Bryce & Emily Farrar, 643 5th Street. Mrs. Cain presented the plaque for outstanding Christmas decoration display for Member-at-Large to Mr. & Mrs. Farrar.

2. **Approval of Ordinance No. 959 (Public Hearing)** – Amendment to Chapter 2 – Sale of Municipal Real Property. Mrs. Tanner explained this ordinance, if approved, will amend Chapter 2, Article VI, to include an exception for the sale of property that is located in an Industrial Zoning Classification and promotes economic development. Mayor Andrews closed the regular meeting and opened the public hearing at 6:21 p.m. Mr. Miner read Ordinance No. 959 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AUTHORITY, PROVIDING FOR AN AMENDMENT TO PART II, CHAPTER 2 OF THE CITY CODE, ENTITLED “ADMINISTRATION”; AMENDING ARTICLE VI, ENTITLED “SALE OF MUNICIPAL REAL PROPERTY”; AMENDING SECTION 2-41, RELATING TO THE SALE OR CONVEYANCE OF REAL PROPERTY TO PRIVATE PARTY; PROVIDING FOR SEVERABILITY, PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE.

No comments.

Mayor Andrews closed the public hearing and opened the regular meeting at 6:23 p.m.

A motion was made by Council Member Cain and seconded by Council Member Russell to approve the final reading of Ordinance No. 959. The motion passed unanimously.

3. **Approval of Ordinance No. 960 (First Reading)** – Amendment to Chapter 11 – Private Property Standards and Abatement of Nuisances. Mrs. Tanner explained this ordinance was prepared by Attorney Jordan at the request of the Council. Attorney Jordan explained this ordinance will prevent the use of unsuitable materials covering the windows of the buildings in the downtown area, with an unsuitable example being cardboard. Discussion ensued. Mrs. Tanner read Ordinance No. 960 by title:

AN ORDINANCE OF THE CITY OF CHIPLEY, FLORIDA, PROVIDING FOR AUTHORITY, PROVIDING FOR AN ADDITION TO AND AMENDMENT TO PART II, CHAPTER 11 OF THE CITY CODE, ENTITLED, “PRIVATE PROPERTY STANDARDS AND ABATEMENT OF NUISANCES”; AMENDING SECTION 11-3 RELATING TO WINDOW MAINTENANCE AND INTERIOR WINDOW SIGHT BARRIERS OR COVERINGS IN DESIGNATED DOWNTOWN AREAS; PROVIDING FOR SEVERABILITY, PROVIDING FOR CONFLICTS, AND PROVIDING FOR AN EFFECTIVE DATE

A motion was made by Council Member Sasser and seconded by Council Member Russell to approve Ordinance No. 960 on first reading. The motion passed unanimously.

4. **Approval of Resolution No. 20-11** – Mongoven Building Extension. Mrs. Tanner explained this resolution was prepared by Attorney Jordan at the request of the Council. Attorney Jordan explained this resolution will grant a six-month extension of time for the owners of the Mongoven Building property to comply with paragraph 1 of the Agreement for Development and Option to Repurchase, which states they will within six months of closing

obtain any and all permits and development orders necessary to renovate and remodel the building. Discussion ensued.

A motion was made by Council Member Cain and seconded by Council Member Butler to approve Resolution No. 20-11. The motion passed unanimously.

5. **Approval of Resolution No. 20-12** – Amendment to the Policy Regarding Placement of Flags. Mrs. Tanner explained this resolution , if approved, will amend the days the U.S. Flag will be displayed to include the following: Martin Luther King, Jr. Day, Washington’s Birthday, Memorial Day, Flag Day, Independence Day, Labor Day, Columbus Day, Election Day and leave up through Veterans Day. The Council agreed to remove Thanksgiving Day, Christmas Day and New Year’s Day. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Butler to approve Resolution No. 20-12. The motion passed unanimously.

6. **Approval of the FDOT SCOP West Boulevard Agreement for Engineering Services (CEI)** – David H. Melvin, Inc. Mrs. Tanner explained this will approve the West Boulevard Engineering Agreement for CEI Services based on the Consultant’s Competitive Negotiation Act (CCNA) to David H. Melvin, Inc. in the amount of \$33,239.25. No further discussion.

A motion was made by Council Member Sasser and seconded by Council Member Cain to approve the FDOT SCOP West Boulevard Agreement for Engineering Services (CEI) with David H. Melvin, Inc. in the amount of \$33,239.25. The motion passed unanimously.

7. **Approval of Reappointment of Code Enforcement Board Members** – Suzan Gage and Barbara James. Mrs. Tanner explained this will reappoint Ms. Suzan Gage and Ms. Barbara James to the Code Enforcement Board for an additional three-year term beginning on March 10, 2020. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the reappointment of Suzan Gage and Barbara James to the Code Enforcement Board. The motion passed unanimously.

8. **Approval of Special Event Application** – Relay for Life Team Runner’s High 5K & Kids Fun Run. Mrs. Tanner explained this is a 5K & Kids Fun Run to be held on Saturday, March 28, 2020 at 7:30 a.m. as a Relay for Life fundraiser. Chief Thompson has reviewed the application and has approved it. No further discussion.

A motion was made by Council Member Russell and seconded by Council Member Butler to approve the Special Event Application for the Relay for Life Team Runner’s High 5K & Kids Fun Run. The motion passed unanimously.

9. **Approval of Request for Proposals for CRA Consulting Services.** Mrs. Tanner explained Attorney Jordan worked with Mr. Everett to finalize this request for proposals. Attorney Jordan explained she made some consistency changes that needed to be made but she did not make any changes to the substance. She stated in reviewing Section IV. Evaluation Criteria and Selection Process there was not any type of scoring for the fee structure so I added item #7 and the Council needs to look at the 100 point system to determine if they are okay with the way the point system is set up. Mayor Andrews stated the Attorney has reviewed the RFP and added item #7 in Section IV. She explained Mr. Everett did say he wanted to keep this under his \$2,500 spending authority. Mr. Butler explained he believes the reason Mr. Everett spread the points out the way he did is to try to do his due diligence in finding the right person in hopes that they may have many of the qualities we are looking for in a consultant for the CRA. Mr. Russell asked who will rank the RFP’s. Attorney Jordan stated that is something else that needs to be determined because that is not outlined in the RFP. The

Council agreed they would like to approve the selection committee. Mr. Russell asked about Section IV. Item #5 where it is asking for the reference letters to be dated 2012 or later and why did they determine 2012 (8 years ago) to be a good date to include. The Council agreed they would like further clarification on this item. Mr. Butler stated he can get with Mr. Everett to discuss the questions that came up tonight. Mayor Andrews asked the Council how they would like to proceed and they agreed they would like to get additional clarification and vote on this and the selection committee at the Special Meeting. Discussion ensued.

A motion was made by Council Member Russell and seconded by Council Member Butler to table this item for further clarification until the Special Meeting. The motion passed unanimously.

Other Matters:

The Council agreed to hold a Special Meeting on Tuesday, March 3, 2020 at 5:00 p.m.

The meeting was adjourned by Mayor Andrews at 6:43 p.m.

City of Chipley

Tracy L. Andrews, Mayor

Attest:

Patrice A. Tanner,
Assistant City Administrator/City Clerk